

### Section 3 Award and Execution of Contract

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#### 3-301 General

Section 3, “Award and Execution of Contract,” of the *Standard Specifications* outlines the requirements for award and execution of the contract.

The Office of Office Engineer (Awards Unit) prepares and processes the documents necessary to award or reject a project. Districts recommend award of the contract or rejection of bids.

Construction is responsible for administration of the contract and generally assumes this responsibility at the time of award. Administrative details are covered under Section 3-802A, “Work Before Contract Approval,” of the *Construction Manual* (manual.)

#### 3-301 General

#### 3-302 District Recommendation

The district recommendation procedure is described in detail including questions to ask contractors in Section 1-2.08, “Bid Opening and Award,” of the *Plans, Specifications and Estimates Guide*.

The district must not reveal the award recommendation to any contractor or external agency or entity until the final award decision is made by the Engineering Services, Office of Office Engineer. The Office of Office Engineer will inform the contractor of Caltrans’ decision.

#### 3-302 District Recommendation